

NURSE Corps Application Checklist

Use the checklist below to prepare and submit your application. Please be advised that on average the application process can take up to 3 weeks. **The application closes February 26, 2015 at 7:30 pm ET.** Applicants are strongly encouraged to begin the application process early!

Review eligibility and service requirements.

- **Read the [Application and Program Guidance](#)**
This document describes the NURSE Corps Loan Repayment Program in detail, including the responsibilities of NURSE Corps members and the application process.
- **Check your eligibility.**
Ensure that you are working in at an eligible site and in an approved discipline. To apply, you must be:
 - Be a U.S. citizen (either U.S. born or naturalized), U.S. National, or Lawful Permanent Resident
 - Have an associate's degree, bachelor's degree, master's degree, doctoral degree, or a diploma in nursing
 - Have a current, full, permanent, unencumbered, unrestricted RN license valid in the state in which they are employed
 - Have outstanding, qualified nursing education loans
- **Understand the service commitment.**
 - **Registered Nurses** must provide full-time service, defined as working as an RN for at least 32 hours per week for a minimum of 45 weeks per year, at a Critical Shortage Facility (CSF).
 - **Nurse Faculty** must work at an eligible accredited public or private nonprofit school of nursing and provide full-time service, as defined by the school. Nurse Faculty members must work for a minimum of 9 months per service year.
- **Review the loan repayment options available.**
NURSE Corps participants receive an award equal to 60% of their current, outstanding, qualifying loan balances incurred while pursuing education in nursing in return for a 2-year service commitment at a Critical Shortage Facility (CSF).

Prepare your application.

- **Create a [NURSE Corps Application Portal Account](#) to begin your online application.**
You will then receive an email to activate your account and login. If you already created an account, you may use that information to login and begin the application.

Determine which loans qualify for repayment.

Applicants must submit the educational loans they want to repay for review and approval. The Nurse Corps classifies individual and consolidation loans into two categories, federal or private, and requires account statements and disbursement reports for both. **All loan documentation obtained from a lender/holder or downloaded from a lender's/holder's website must include the applicant's first and last name. All documents submitted must be legible and in the proper electronic format i.e.PDF or JPG**

Account statements should contain:

- Applicant name
- Lender name
- Account number
- Current balance (principal and interest)

Disbursement reports should contain:

- Type of loan
- Original loan date
- Original loan amount
- Consolidation dates if applicable

For Federal loans, the Aid Summary Report on the [National Student Loan Data System \(NSLDS\) website](#) is considered a disbursement report. **To receive consideration for an award, both the NSLDS Aid Summary Report and account statements must be submitted with your application. Submitting only the NSLDS report will deem your application incomplete upon review.**

A new feature has been developed that shortens your process time and allows you to import your federal student loans directly into the NURSE Corps Loan Repayment Application.

To access your NSLDS Aid Summary Report, you must have a NSLDS pin. Click on the “Need Help” link in the application that will provide you with further information to complete the NSLDS automated process.

For private loans, there are several types of documents that provide Disbursement Report information, including: promissory notes, disclosure statements and letters directly from the lender containing the pertinent information.

You may also obtain Disbursement Report information for private loans on your lender's website or you can call the lender. **All documents must come from the lender.** Perkins loans that are subject to cancellation are not eligible.

- **Gather required documentation.**

Several documents are required to verify your proof of status and loan history. All of your documents must be legible and in the proper format.

- **Proof of U.S. Citizenship:**
 - Applicants must provide documentation of being a U.S. citizen (either U.S. born or naturalized), U.S. National, or Lawful Permanent Resident (e.g., U.S. birth

certificate, a copy of a certificate of citizenship or naturalization, U.S. passport ID page, or Green Card).

- **Transcripts:**
 - Applicants must provide a transcript for each school where nursing education loans were incurred.
 - Applicant must submit a diploma if degree conferral date is not listed on transcript.
- **Curriculum Vitae/Resume:**
 - Applicants must provide documentation of all employment, and training since the applicant's completion of a qualifying health profession education.
- **Discuss your application with your site administrator.**

As part of the application process, the point of contact at your site must verify your employment and will receive an email alert with additional instructions to complete this section of the application. Once your employment has been verified, you may complete the rest of the application.

Need additional assistance?

During the application period, the NURSE Corps experiences a very high call volume to its Customer Care Center. To avoid long wait times, applicants are encouraged to participate in any of these upcoming events, which will offer application guidance and technical assistance to those applying to the NURSE Corps Loan Repayment Program.

NURSE Corps Loan Repayment Application Webinar (Pre-Recorded)

- **Access Link:** [NURSE Corps Loan Repayment Application and Program Guidelines Webinar](#)
- **Event Description:** This webinar covers eligibility requirements, the online application process, and resources for those considering applying to the NURSE Corps Loan Repayment Program.

NURSE Corps Loan Repayment Application Technical Assistance Conference Call #1

- **Date:** Thursday, January 29, 2015
- **Time:** 2:00 – 4:00 p.m. ET
- **Dial-in number:** 1-888-957-9878
- **Participant passcode:** 5256022
- **Event Description:** NURSE Corps staff members will be available to answer any questions you may have about the application process. Applicants are also encouraged to view the [NURSE Corps Loan Repayment Application and Program Guidelines Recorded Webinar](#) which covers the eligibility requirements, the online application process, and includes reminders and resources.

NURSE Corps Loan Repayment Application Technical Assistance Conference Call #2

- **Date:** Thursday, February 12, 2015
- **Time:** 7:30 – 9:30 p.m. ET
- **Dial-in number:** 1-888-957-9878

- **Participant passcode:** 5256022
- **Event Description:** NURSE Corps staff members will be available to answer any questions you may have about the application process. Applicants are also encouraged to view the [NURSE Corps Loan Repayment Application and Program Guidelines Recorded Webinar](#) which covers the eligibility requirements, the online application process, and includes reminders and resources.